



TO: Program Directors
All Managers and Supervisors

FROM: Alan D. Degner
Commissioner

DATE: October 10, 2003

SUBJ: DWD Policy 2003 - 07
Professional Organizations

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Purpose: To establish Policy with regards to DWD support of professional individual membership organizations.

Rescissions: DWD Communication W97P-4156

Contents: Employees of the Department of Workforce Development belong to a variety of different professional individual membership organizations, including the International Association of Personnel in Employment Security (IAPES), the National Association of Workforce Development Professionals, the Indiana Vocational Association (IVA), American Vocational Association (AVA), Association of Government Accountants, and others. We encourage staff to increase their professionalism through active participation in these organizations. However, we want to ensure that all organizations are treated equitably, and that organizational activities do not detract from the daily work of the agency. It is also important that DWD does not inadvertently support an organization that may have an agenda different from that of the administration.

Effective immediately:

- Staff may not use paid work time to engage in business activities of the organization; e.g., business meetings, newsletter writing, revenue raising, and membership solicitation. With supervisor's approval, staff MAY use paid work time to engage in education-related activities of the organization; e.g., conference or seminar planning and development of educational presentations.
- DWD will not pay reproduction costs for newsletters or for conference materials unless the conference is a co-sponsored event. Reproduction costs include paper, machine use, and print shop staff time.
- DWD will co-sponsor a conference only if the agency has a substantial role in the conference planning and approves the final agenda and speakers. The Commissioner will designate the staff person(s) who will represent the agency's interests in joint planning.
- If DWD is not co-sponsoring an event, DWD may pay time, per diem, travel, and registration for staff to attend educational conferences sponsored by such organizations in the same way

the agency would consider attendance at any other type of conference or training. That is, supervisors and managers will decide whether to send a given person based on office workload, the local office or division budget, the value of the educational offerings to the staff person's current work or career development plan, and the value of the educational offerings compared to the cost of attendance. The appropriate SF823s and/or SDOs must be completed and submitted with an agenda. If several requests are submitted, DWD may limit the number approved, taking into consideration the number of breakout sessions that would need to be covered.

- DWD will not pay time, per diem, travel, and registration for attendance at conferences where the sessions are geared more to business matters of the organization than to education. Supervisors must use their own discretion to determine if an event is geared primarily to education.
- DWD will not pay individual membership dues.

Effective Date: Immediately

Review Date: October 10, 2005

Ownership: DWD Human Resources Division

Action: Please share this policy with your staff and use it to guide future staff activities in professional individual membership organizations.